

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

November 28, 2008

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TITLE:	Administrative Assistant
POSITION NO:	70311
LOCATION:	Child & Family Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$20,053 - \$22,559 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, December 12, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: The incumbent may be asked to provide transportation for others as needed; lifting boxes of case records and moving files is frequently required, stress inherent to position; frequent contact with angry and hostile customers. The incumbent requests, maintains, utilizes, and must safeguard sensitive, confidential and protected health care information. This position is a mandated reporter of child abuse and neglect.

Applicant must have a valid driver's license and will be required to sign a Driving Release Record Form.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: Criminal background checks will be conducted on all successful candidates. The criminal record will be reviewed to determine whether the applicant has been convicted of any criminal acts related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: This position provides administrative assistance to numerous teams within the division and is responsible for handling details for teams to assure meeting deadlines and for

assistance with Program and Fiscal staff projects. The incumbent provides clerical support and administrative assistance to staff regarding foster care, grants, adoption, and independent living; workload analysis, contracts and meeting requirements for Montana's Federal Review and other fiscal and operational duties; answers multi-line phone and directs calls to appropriate staff or other office or agency; and opens and directs correspondence to appropriate state worker.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the division's policies and procedures; office practices and procedures, business English and legal terminology, spelling, editing and composition; the department's computerized information management systems, The Economic Assistance Management System (TEAMS), System for the Enforcement and Recovery of Child Support (SEARCHES), Child and Adult Protective Services (CAPS) applications, and the ability to learn and teach new computer skills.

Skills: Skill in adjusting to constant change; being sensitive to children and families; organizational methods; maintaining strict confidentiality guidelines; and the use of a personal computer and computer applications such as Word and Excel.

Abilities: Ability to use related computer equipment or network software applications, typewriter, copier, and digital phone system; demonstrate public relations skills, including remaining calm in situations with hostile individuals in-person and via the telephone; work independently; meet deadlines; establish effective, collaborative working relationships with a variety of individuals and agencies; and identify priorities on a daily basis, keep organized, and communicate effectively orally and in writing with many different individuals.

EDUCATION/EXPERIENCE REQUIRED: One year job-related college or vocational training with coursework in business, office management, accounting or computer technology **AND** one year of experience to include office management, accounting or computer technology experience. Other equivalent combinations of education and experience will be considered, however.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);

2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts (if applicable) for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to

register, but fail to do so, you are not eligible for employment with the State of Montana.